



TOWN OF LAKE PARK

P/T Accounting Clerk II

The Town of Lake Park is seeking an Accounting Clerk who will be responsible for performing a variety of functions including: the preparation and processing of payroll, account reconciliations, preparation and entry of journal entries, customer service, and other office duties as assigned. High School diploma or equivalent supplemented by three years of office experience involving accounting skills, or a two-year degree in accounting from an accredited college and one year of experience in accounting, or an equivalent combination of training and experience are required. Pay range: \$12.73 to \$20.10 per hour. **Deadline for Receipt of Applications: May 16, 2013 or until the position is filled. Applications may be obtained from and must be submitted to the Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida. All applicants shall be subject to a criminal background check and a credit investigation.** Application forms may be downloaded from the Town's website at www.lakeparkflorida.gov. Applications will not be accepted by fax. Phone: 561-881-3300. **An Equal Opportunity Employer.**